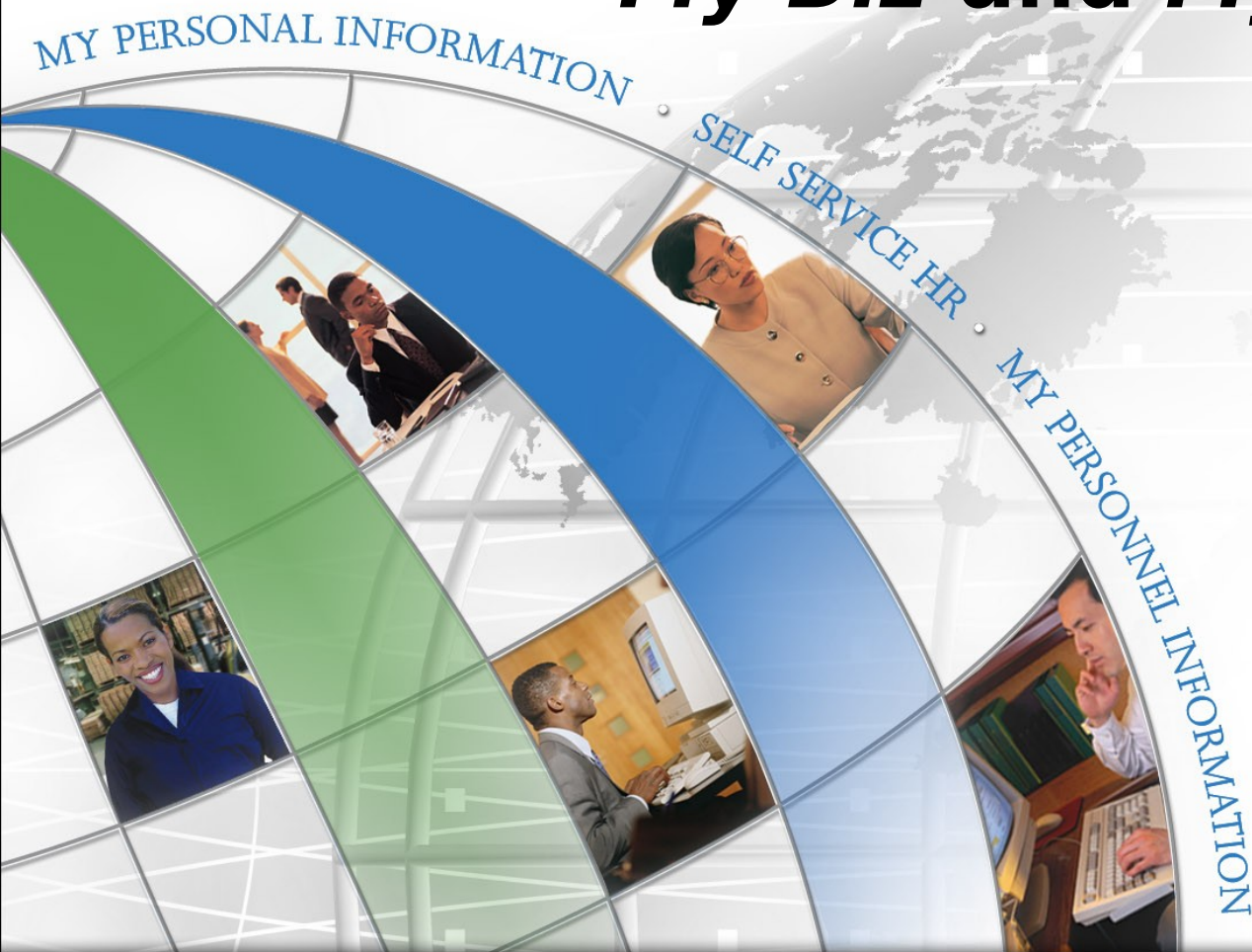


Self-Service HR: *My Biz* and *My Workplace*

May 2006





Introduction

DoD introduces Self-Service HR functionality within the Defense Civilian Personnel Data System (DCPDS) through two easy-to-use modules:

My Biz and My Workplace



Key Features

Available to employees, these Self-Service HR modules will allow:

- Secure, real-time, on-line access to key personnel information from your workstation, anytime
- Employees to view personnel information
- Employees to update personal information
- Managers and Supervisors to view personnel information about their staff
- Employees, Managers and Supervisors to establish performance plans, provide feedback, and appraise employee performance



Welcome to...





My Biz

My Biz is a web-based Self-Service HR module that grants access to your official personnel information.

***My Biz* allows you to:**

- View your personnel information 24/7 from your workstation
- Update specific fields of personal information
- Provide input on performance plans and accomplishments for performance appraisals



Review Your Personnel Information

My Biz allows you to view information related to your employment and verify its accuracy.

- Appointment
- Position
- Personal
- Salary
- Benefits
- Awards and Bonuses
- Performance



Update My Information

My Biz allows you to update certain personal information that may change from time to time.

- Phone Number
- Email Address
- Disability Codes
- Race and National Origin (Ethnicity and Race Identification)
- Foreign Language Proficiency

Keeping this information up-to-date and accurate is important. You have a secure, real-time, on-line way to maintain your information easily.

Getting Started



OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY

*** WARNING *** WARNING *** WARNING *** WARNING ***

Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.

Privacy Act Statement

Authorities: 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99, and Executive Order 9397.

Purposes:

- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

Routine Uses: To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

ORACLE®
E-BUSINESS SUITE

User Name

Password

Connect

[Forgot your password?](#)



Getting Started

- **For current DCPDS users, My Biz will be accessible using your current log in and password**
- **For new DCPDS users, when you log into My Biz for the *first* time, you will be prompted to provide a user ID and a password**
 - **See next slide for instructions**



Getting Started

- **For users without a current DCPDS account**
 - Your user ID is your social security number (SSN) with the dashes
 - Your initial password consists of the following
 - Capitalize first letter of first name
 - \$ sign
 - Lower case first letter of last name
 - \$ sign
 - Fourth digit of SSN
 - \$ sign
 - Fifth digit of SSN
 - \$ sign
 - You will be prompted to change your password after initial log in



Access *My Biz*

Once you log-on to the system, you will be prompted to select a responsibility. As an employee, you will select *My Biz*.

***My Biz* Home Page**

- My Information
- Update My Information

If you have any problems with accessing you're my BIZ account please contact your local HR office.

Access My Biz



Department of Defense

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Navigator

My Biz

My Biz

- [My Information](#)
- [Update My Information](#)
- [My Biz Help](#)
- [Appraisals](#)

Favorites

[Edit Favorites](#)

- [TSP Home](#)
- [OPM Home](#)
- [MyPay](#)
- [USA Jobs](#)
- [OPM Health Benefits Home](#)
- [OPM Life Insurance Home](#)
- [OPM Retirement Home](#)

Here is the **My Biz** responsibility.

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The functions available to the employee user are provided in the middle area. There will be 4 current functions available to the user once the performance management module is deployed.

My Information contains the employee's information.

Update My Information is the function used to update ethnicity and race information as well as foreign language proficiency.



Access Your Information

Selecting **My Information** from the *My Biz* Home Page will allow you to view your information

- Secure, real-time, on-line access to your official personnel information
- Tabs provide further details on the following:
 - Appointment
 - Position
 - Personal
 - Salary
 - Benefits
 - Awards and Bonuses
 - Performance

Access Your Information



Department of Defense

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Plumadore, Carmelo CPMS W

GENERAL INFO: The information is current as of today's date.

Organization **AF AUDIT AGENCY**
AF06WE06FYZC01
Position **57367.SUPERVISORY**
AUDITOR.575234.AF06.APPR
Total Salary **115,116.00 USD**

Job Title **Auditing (0511)**

Grade **GM-14**

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
-----------------------------	--------------------------	--------------------------	------------------------	--------------------------	------------------------------------	-----------------------------

Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.

[Previous](#) 1-1 [Next](#) 1 [Close](#)

Details	Effective Date	Job	Grade	Step or Rate
Show	08-Jan-2006	Auditing (0511)	GM-14	00

Retained Grade Details

Date From	Date To	Retained Grade	Retained Step or Rate	Retained Pay Plan	Retained Pay Table ID	Retained Pay Basis	Temporary Promotion Step
No data exists.							

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
-----------------------------	--------------------------	--------------------------	------------------------	--------------------------	------------------------------------	-----------------------------

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From this page, the user can navigate to the other tabs and see various pieces of information relative to the tab selected.

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Update Your Information

Selecting **Update My Information** from the *My Biz* Home Page permits you to update certain personal information.

- Phone Number
- Email Address
- Disability Codes
- Race and National Origin (Ethnicity and Race Identification)
- Foreign Language Proficiency

Update Your Information



Department of Defense

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Update My Information

[Cancel](#)

Employee

Name **Plumadore, Carmelo CPMS W** Employee Number **384488**

Work Email Address **Carmelo.plumadore@gvtc.com**

[Employee Phone Number](#) [Email Address](#) [Handicap Code](#) [US Fed Language](#) [US Fed Ethnicity and Race Category](#)

[Add](#)

Type	Number	Date From	Date To
Work	7732827652	29-Dec-1980	28-Dec-2005
Work	2105653806	29-Dec-2005	

[Employee Phone Number](#) [Email Address](#) [Handicap Code](#) [US Fed Language](#) [US Fed Ethnicity and Race Category](#)

[Cancel](#)

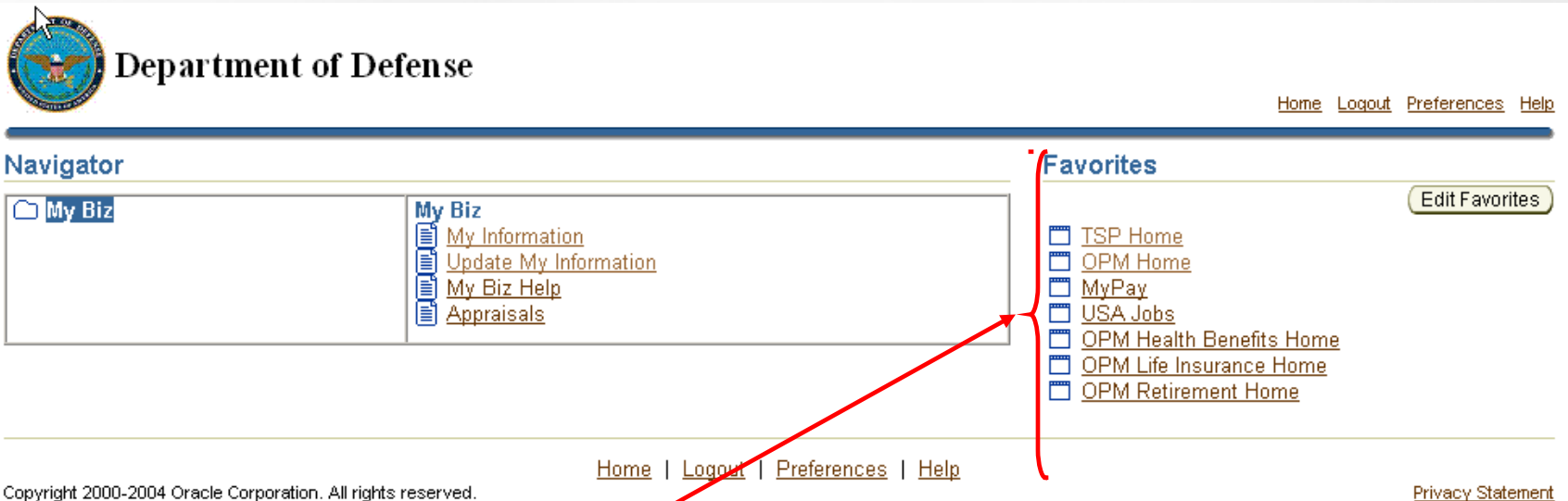
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This is the update page where the user is able to update his/her information. The user can update various phone numbers, his/her email address, handicap code, Foreign Language proficiency (in May 06), and their Ethnicity and Race codes.

Favorites



The screenshot shows the Department of Defense My Biz portal. At the top left is the Department of Defense seal. To its right is the text "Department of Defense". In the top right corner are links for "Home", "Logout", "Preferences", and "Help". Below the header is a "Navigator" section with a "My Biz" folder icon and a list of links: "My Information", "Update My Information", "My Biz Help", and "Appraisals". To the right of the Navigator is a "Favorites" section with an "Edit Favorites" button and a list of links: "TSP Home", "OPM Home", "MyPay", "USA Jobs", "OPM Health Benefits Home", "OPM Life Insurance Home", and "OPM Retirement Home". A red arrow points from the "Favorites" section down to the explanatory text below. At the bottom of the page, there is a copyright notice "Copyright 2000-2004 Oracle Corporation. All rights reserved." and a "Privacy Statement" link.

Department of Defense

Home Logout Preferences Help

Navigator

My Biz

My Biz

- My Information
- Update My Information
- My Biz Help
- Appraisals

Favorites

Edit Favorites

- TSP Home
- OPM Home
- MyPay
- USA Jobs
- OPM Health Benefits Home
- OPM Life Insurance Home
- OPM Retirement Home

Home | Logout | Preferences | Help

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The area identified as "Favorites" is created for all new *My Biz* accounts and contains approximately seven links to websites of importance to the employee. For example, we have provided links to the TSP Home page and the Retirement Home page for CSRS or FERS. As we add new information, a new link will be added to this area providing navigation information for the employees.



Welcome to...



MY WORKPLACE

SELF SERVICE HR

MY PERSONNEL INFORMATION



My Workplace

My Workplace is a web-based Self-Service HR module that allows managers and supervisors access to information about their staff members.

My Workplace allows you to:

- View your employees' personnel information 24/7 from your workstation
- Establish performance plans
- Provide feedback and appraise employee performance



My Workplace

Once you log-on to the system, you will be prompted to select a responsibility. As a manager or supervisor, you will select *My Workplace*.

My Workplace Home Page

- All Actions Awaiting Your Attention
- My Employee Information

My Workplace



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Navigator

- [CIVDOD External Users](#)
 - [CIVDOD HR-TRNG ADMINISTRATOR](#)
 - [CIVDOD PERSONNELIST](#)
 - [CIVDOD REPORTS](#)
 - [CIVDOD Self Service Hierarchy Manager](#)
 - [CIVDOD SYSADMIN REGION GUI](#)
 - [CIVDOD VSB REPORTS](#)
 - [My Biz](#)
 - [My Workplace](#)
 - [US Federal HR Manager](#)
- My Workplace**
 - [All Actions Awaiting Your Attention](#)
 - [Appraisals](#)
 - [My Employee Information](#)

Favorites

[Edit Favorites](#)

- [TSP Home Page](#)
- [OPM Home Page](#)

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This screen depicts the *My Workplace* responsibility and the functions found within. Note the differences in the *My Workplace* functions as opposed to the *My Biz* functions. This is the area the manager/supervisor is expected to come to in order to process any work-related issues applicable to his/her employees. Normally, the "Favorites" area will contain all the same links provided to the *My Biz* user. However, in this case, the manager/supervisor chose to modify the area and remove some of the links.

The **Appraisals** function is the door to the appraisal module the manager/supervisor will use to rate employees. The **My Employee Information** area is where the manager/supervisor will view employees' records.


My Workplace



Department of Defense

My Employee Information

The manager/supervisor is identified and beneath his/her name are the employees he/she supervises. If one of these employees is a supervisor, there would be a similar symbol (circled in red) beside their name. The manager/supervisor identified below would be able to open those employee records as well.

Appointment Position Personal Salary Awards and Bonuses Performance									
Focus Name	Position	Organization	Grade	Job	Assignment Status	Assignment Start Date	Assignment End Date		
 Carmelo CPMS Plumadore									
Casey Colwell	47038.AUDITOR.457970.AF06.APPR	AF AUDIT AGENCY AF06WE06FYZC01	GS-13	Auditing (0511)	Active Appointment	11-Jan-2004			
Chad Minnehan	47038.AUDITOR.426620.AF06.APPR	AF AUDIT AGENCY AF06WE06FYZC01	GS-12	Auditing (0511)	Active Appointment	18-Sep-2005			
Elden Chrisley	47038.AUDITOR.420339.AF06.APPR	AF AUDIT AGENCY AF06WE06FYZC01	GS-13	Auditing (0511)	Active Appointment	26-Jun-2005			
Richie Sulcer	47038.AUDITOR.436837.AF06.APPR	AF AUDIT AGENCY AF06WE06FYZC01	GS-13	Auditing (0511)	Active Appointment	04-Apr-2004			
Shanell Marke	47038.AUDITOR.424619.AF06.APPR	AF AUDIT AGENCY AF06WE06FYZC01	GS-13	Auditing (0511)	Active Appointment	23-Jan-2005			

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More Information

For more information about access to *My Biz* and *My Workplace*, visit your Component/Agency website and/or servicing HR office.